

# RULES

OF THE

SHEFFIELD PUBLIC

HOSPITAL AND DISPENSARY.

REVISED AND CONFIRMED BY A SPECIAL GENERAL MEETING OF THE  
GOVERNORS, DULY CONVENED, AND HELD IN THE BOARD ROOM,  
ON WEDNESDAY, JANUARY 25TH, 1860.

PUBLISHED BY ORDER OF THE GOVERNORS.

SHEFFIELD :

LEADER & SONS, PRINTERS, INDEPENDENT OFFICE.

1860.



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## FORM OF BEQUEST BY WILL.

*Persons disposed to Contribute, by Will, to the SHEFFIELD  
PUBLIC HOSPITAL AND DISPENSARY, may use the following  
Form:—*

I give and bequeath unto and  
the Sum of upon Trust, and to the intent that  
they, or either of them, do pay the same to the Treasurer or  
Treasurers for the time being of a body or society, calling  
themselves the Governors of the SHEFFIELD PUBLIC HOSPITAL  
AND DISPENSARY, which said Sum of I  
direct to be paid out of my personal estate, and desire it to be  
applied to the Charitable uses of the said SHEFFIELD PUBLIC  
HOSPITAL AND DISPENSARY.

## R U L E S.

1. THIS Charitable Institution shall be distinguished by the name of the Sheffield Public Hospital and Dispensary. It shall be open to the sick and lame poor of all ages, labouring under all diseases, and residing at all distances.

2. The Institution shall consist primarily of a Dispensary, on the principle on which it was first founded, in 1832, for the purpose of affording to patients medical attendance both at the Institution and at their own homes; and, until this purpose is fulfilled, the funds shall not be devoted to the support of the Hospital now added for the use of such Dispensary patients as may require in-door attendance, and for the treatment of serious accidents. Provided, nevertheless, that in the event of the annual income at any time being insufficient to carry on both branches of the charity, then such sums of money as may from time to time be subscribed by workmen, Benefit Societies, and others, especially to maintain the beds in the Hospital, shall be devoted to that purpose.

3. A General Meeting of the Governors, called by advertisement or circular, or both, at the discretion of the Weekly Board, shall be held every year on the First Wednesday in July, when a Report of the state of the Funds of the establishment shall be read, the number of patients admitted during the year, with the result of their cases declared, and the election of the different officers take place.

4. Quarterly Meetings of the Governors to be called as in the foregoing rule, shall be held on the Second Wednesday in October, January, and April, at Twelve o'Clock, for the purpose of transacting such business of the Charity as may be brought before them. Five shall constitute a quorum.

5. Twelve Governors shall be competent to call a Special

General Meeting at any time, by giving a Fortnight's previous Notice, in writing, to the Honorary Secretary, stating the business to be brought forward, and advertising the same in each of the Sheffield Newspapers previous to the meeting. No other business than that advertised shall be discussed.

6. All elections, if contested, shall be decided by ballot, and all questions by a majority of votes, which shall also be taken by ballot, if required. Ladies, being qualified, may by writing appoint any Governor to vote for them at elections only; as may any other Governor, provided the proxy of the latter produce with his appointment a certificate from a Physician or Surgeon of the illness of the absentee. Governors who at the time are absent at the distance of twenty miles or upwards, shall likewise be allowed to vote by proxy at elections. In all cases where the votes are equal, the Chairman shall have a casting vote in addition to his votes as a Governor.

7. No motion for altering or rescinding any of the Rules of this Institution, or for introducing new Rules, shall be entertained at any General Meeting, unless notice thereof be given in the Advertisement or Circular calling such Meeting.

### GOVERNORS.

8. Every Person subscribing one guinea or upwards, annually; making a donation of ten guineas or upwards, or paying either of the same for an unnamed benefactor, shall be a Governor, and every Person paying a legacy of the clear amount of ten guineas or upwards shall be a Governor.

9. All ministers of religion, making congregational collections, shall receive two out-patients' tickets of recommendation for every guinea collected, and shall be entitled for the period of one year from the time of paying in their collections, to the other privileges of Governors. The clergy of the Established Church and all other ministers of religion in Sheffield, shall be annually requested by letter, signed by the Chairman of the Weekly Board, to preach a sermon and make a collection for the benefit of this Charity, at a period the most convenient to themselves.

10. The privileges of Governors shall consist in recommending a number of Patients in proportion to the amount contributed by them, and in voting at all elections, and on all questions involving the interests of the Charity.

11. No Governor shall be entitled to vote at an election of officers who has not been such for six months immediately preceding, except in case of donors of ten guineas and upwards.

12. Every subscriber of ten shillings and sixpence per annum shall be entitled to recommend three out-patients during the year. Every subscriber of one guinea per annum, or donor of ten guineas, shall be entitled to receive six out-patients' tickets of recommendation, one of which may be used every two months. Every subscriber of two guineas per annum, or donor of twenty guineas, shall be entitled to receive twelve out-patients' tickets, two of which may be used every two months—or three out-patients' and one in-patient's ticket—and so on in proportion to the amount of his or her subscription or donation. Two out-patients' tickets shall entitle any poor woman to attendance during her confinement.

13. At all elections for officers, and on all questions involving the interests of the Charity, subscribers of one guinea per annum or contributors of ten guineas, shall be entitled to one vote; subscribers of two guineas or contributors of twenty guineas, to two votes, and so on in proportion; but no Governor, however various may be his qualifications as aforementioned, shall exercise more than four votes in all. Firms, Friendly Societies, and Public Bodies in general, shall be entitled to all the privileges of individuals subscribing or making donations of an equal amount.

14. The Honorary Medical Officers of the Institution shall be entitled to all the privileges of Annual Subscribers of two guineas, except as limited by Rule 38.

15. The Subscriptions shall be paid in advance; all persons will be considered to continue their subscriptions, unless they give notice to the contrary, in writing, to the Secretary, at least one week before the Annual Meeting.

## PRESIDENT.

16. The President shall be elected at the Annual Meeting ; he shall be *ex-officio* a member of the Weekly Board. He shall not hold the situation for more than two consecutive years, but may be re-elected after an interval of one year. Every Governor shall be eligible to the office of President who subscribes two guineas a year, or is a donor of twenty guineas.

17. The duty of the President shall consist in presiding at all the General Meetings of the Institution.

## VICE-PRESIDENTS, HONORARY SECRETARY, AND TREASURER.

18. Two Vice-Presidents shall be elected at the Annual Meeting, whose duty shall consist in officiating for the President in his absence ; they shall be *ex-officio* members of the Weekly Board.

19. An Honorary Secretary shall also be elected, at the Annual Meeting, to superintend the collecting of subscriptions and donations, and to assist the Weekly Board, of which he shall, *ex-officio*, be a member, in obtaining the necessary funds for carrying on the Institution.

20. A Treasurer shall be elected at the Annual meeting, who shall give an account of the state of the Funds of the Institution as often as he may be required by a Board of Governors.

## WEEKLY BOARD.

21. Twelve Governors, exclusive of those who are *ex-officio* members, shall be elected at every Annual Meeting, to constitute the Weekly Board.

22. The Board shall meet at the Institution every Wednesday Morning, at Twelve o'Clock, to regulate all matters relating to the admission and discharge of patients ; to appoint, from time to time, such servants, nurses, and assistants, as may be required ; to enquire into the conduct of officers and servants, examine and pass accounts, order payments, execute

the orders of general meetings, and propose such matters as are proper to lay before the same. Three shall constitute a quorum, and at their first meeting, they shall elect a Chairman, to preside over the meetings for the year. The Board shall also, at its first meeting, appoint a House and Finance Committee.

23. The Board shall have the power to make temporary appointments of Medical Officers and temporary rules, for the better regulation of the affairs of the Institution, which shall remain in force till the next General Quarterly Meeting. If they are then approved, they shall be continued till the Annual Meeting, when they shall be confirmed, altered, or discontinued, according as a majority of the Governors present shall decide.

24. In case of neglect of his duties, the Board, with the consent of a majority of the Medical Officers, shall have the power of suspending the House Surgeon from his office, and appointing a substitute till a General Meeting of the Governors is held, by whom the matter shall be finally decided.

25. The Board shall, when they are satisfied that any individual recommended is not a proper object of the Charity, direct the Medical Officers not to attend upon, or give medicines to, such individual any longer; and shall send a letter stating the circumstance to the subscriber by whom the recommendation was given.

26. The Weekly Board may, at any time, convene a Special General Meeting, by giving notice once in each of the Sheffield newspapers, stating the business to be brought forward; or by sending a circular note to each Governor, or both, at their discretion. No other business than that announced shall be discussed. The Weekly Board shall, on receiving a notice pursuant to the fifth rule; also, send a circular note thereof to each Governor.

#### MEDICAL OFFICERS.

27. The Medical Officers of this Charity shall consist of three Physicians, four Surgeons, two Surgeon-Accoucheurs,

and a House Surgeon, who shall be elected at a General Meeting; and when any vacancy occurs, notice shall forthwith be given in each of the Sheffield newspapers, and within three weeks after the first notice, an election shall take place. Provided that in case of a vacancy in the office of Surgeon, otherwise than by rule thirty, the number of surgeons shall be reduced to three, which shall thereafter be considered the established number. Provided also, that whenever, on the occurrence of a vacancy in the office of Physician, there shall be no candidate for the appointment, the Governors, in General Meeting assembled, may elect a Surgeon instead, for such period and on such conditions as may be determined on previous to such election.

28. Every candidate for the office of Physician must be a graduate in medicine of a University of the United Kingdom, or a Fellow or Member of a College of Physicians of the United Kingdom. No Physician to this Institution shall dispense his own medicines, or practise surgery or midwifery.

29. Every candidate for the office of Surgeon must be a Fellow or Member of the College of Surgeons of England, Edinburgh, or Dublin, provided he was not practising in Sheffield when this Institution was founded.

30. The Physicians, Surgeons, and Surgeon-Accoucheurs to this charity, shall retire from their respective offices in seven years from the period of their election; a fresh election shall then take place; but the retiring officers shall be re-eligible.

31. The Medical Officers who have remained, or shall remain in office ten years or upwards, shall, on their resignation or retirement, be eligible to be elected Consulting-Physicians, or Surgeons, or Surgeon-Accoucheurs of this charity, and may be summoned to attend consultations of the Medical Officers.

32. Every candidate for the situation of House-Surgeon must be a Member of one of the Colleges of Surgeons of the United Kingdom, and also a Licentiate of the Apothecaries' Hall in London, and must be approved, before the ballot, by at least two-thirds of the Medical Officers of this institution.

33. The duties of the Physicians and Surgeons shall be to attend in turn the patients at the institution, and also to visit those whose cases require it, at their own houses, provided they reside not more than two miles from the Parish Church.

34. One Physician and one Surgeon shall attend at the Hospital and Dispensary in rotation every morning, from ten to eleven o'clock, (Sundays excepted,) for the purpose of visiting the wards, and admitting and prescribing for the out-patients. One Physician and one Surgeon shall also attend, in rotation, every Wednesday, at 12 o'clock, for the purpose of examining those who have been recommended as in-patients, of stating their opinions respecting them to the Weekly Board, and of receiving under their care those who may be admitted.

35. In cases of sudden accident, attendance will be afforded on application, and serious cases of accidents admitted into the Hospital without recommendation.

36. Except on indispensable occasions, no important surgical operation shall be performed by any of the Surgeons of this charity, without a previous consultation of the Medical Officers.

37. The Medical Officers shall be at liberty to allow their own pupils to see and assist in the practice of the Institution, and also to attend the midwifery patients, provided that such pupils have previously attended at least one course of lectures on midwifery and the diseases of women and children.

38. The Medical Officers shall report to the Weekly Board respecting such individuals as appear to them to be in circumstances to pay a regular practitioner; and may, if they think proper, refuse to give any attendance to such individuals. They shall superintend the management of the Surgery: see that the drugs are of proper quality; that the medicines are properly prepared; and shall report to the board any neglect or inattention on the part of the House Surgeon. Three of the Medical Officers, a Physician, a Surgeon, and a Surgeon-Accoucheur, to be elected by their colleagues, shall always be *ex-officio* members of the Weekly Board.

39. The salary of the House Surgeon shall not exceed £100 per annum, with apartments and board.

40. In case it should be inconvenient for any of the Physicians or Surgeons to attend at the Institution on their proper days, they shall provide efficient attendance in their stead.

41. The House Surgeon shall reside on the premises, and shall confine himself solely to the duties of the charity. He shall provide the drugs, and all other necessary articles, under the direction of the Medical Officers and Weekly Board. He shall compound, or see that all medicines prescribed are properly compounded by his assistant, and a correct label affixed. He shall, as far as his other duties permit, visit such patients as may require it at their own homes, and prescribe for the out-patients when requested by the Medical Officers to do so. He shall call all consultations, and summon the Physician or Surgeon of the week, whose duty it shall be to attend in turn on the occurrence of any case of emergency. He shall transact all the necessary business of a secretary, and keep a register of in and out-patients under care; the nature of the disease, by whom recommended, when admitted, when discharged, and in what condition. He shall visit the patients in the wards at least three times in each day, and at such other times of the night or day as he may be summoned by the nurses to attend, on any sudden emergency. He shall attend all Boards, and register their proceedings, and keep all the accounts of the charity. He shall on no account absent himself from the House without leaving word where he may be found; and shall not absent himself during one full day without first obtaining leave from the Medical Officers, and procuring a person of whom they approve to transact his duties. He shall not resign his office without giving notice of his intention, in writing, two months previously, to the Weekly Board.

#### PATIENTS.

42. The Out-Patients shall bring their recommendations to the Institution on every day in the week, (Sundays excepted,) between the hours of ten and eleven in the forenoon, and shall continue to attend at the same hour as often as their medical

attendant may direct. Patients who require visiting at their own homes, shall send their recommendations between the same hours, and they shall then be visited by the Physician or Surgeon, who shall continue his attendance as often as he thinks it requisite. The In-Patients' recommendations shall be received every Wednesday, at 12 o'clock ; but in dangerous cases of accidents, or illness, the Medical Officers may, if they think it necessary, direct the admission of patients into the wards of the Hospital, where they may continue until the next meeting of the Board. The In-Patients must strictly observe the directions of their Physicians and Surgeons, and also of the House Surgeon, Matron, and Nurses.

43. When a patient has once been admitted under the care of one of the Medical Officers, he shall continue under the same until he is discharged ; and shall not be entitled to admission, for the same complaint, under any of the Medical Officers, in less than three months, without the consent of the Physician or Surgeon under whose care he was first placed.

44. Out-patients whose cases admit of relief, and who may wish to remain on the books for a longer time than three months, shall, at the expiration of that period, be required to renew their tickets.

45. All out-patients must furnish themselves with clean phials and gallipots, or deposit sixpence at the Institution, which they shall receive back again when they return the phials or gallipots they have received.

46. Persons discharged for irregularity in attendance, or for improper conduct during their attendance, shall not be again admissible without the permission of the Weekly Board.

47. When a patient is discharged, the Subscriber who gave the recommendation shall be informed.

48. When the patients have received a cure at the Hospital and Dispensary, they shall obtain a letter of thanks, which they are expected to present to the Subscriber who recommended them ; and it shall at the same time be suggested to them that they should offer up public thanks to Almighty God, at the place of worship which they usually attend.

49. No servants or apprentices shall be entitled to the

benefits of this Institution but such as are considered necessary.

50. Any poor woman, on the written recommendation of a Governor, by depositing the sum of four shillings at the Hospital and Dispensary, previous to her confinement, shall be entitled to attendance during her labour, and should any difficulty occur, to the assistance of one of the Surgeon-Accoucheurs.

51. The appointment of the midwives to the Charity shall rest with the Medical Officers.

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Revised, confirmed, and ordered to be printed and published as the Rules of the Sheffield Public Hospital and Dispensary, at a Special General Meeting of the Governors, duly convened, held in the Board Room, on Wednesday, January 25, 1860.

WM. FISHER, Chairman.

JOHN CHARLES HALL, Hon. Sec.



